

Personnel

Payroll  
Regulations

Holidays

**POLICY:**

.01 Employees, except casuals, receive time off with pay for holidays observed by the Laboratory. Full-time employees are paid for no more than 8 hours; part-time employees are paid using the ratio of their appointment percentage to full time.

**Employees on 9/80 or  
Compressed Schedules**

.02 When a holiday falls on a day that a full-time non-exempt employee would have been scheduled to work more than 8 hours, supervisors may approve a schedule deviation to maintain a 40-hour workweek, or the employee may report the difference as Vacation. See [AM 326](#). Similarly, when a part-time nonexempt employee would have worked more hours on a holiday than the number of hours for which he or she is paid, the supervisor may approve a personal reschedule or the employee may report the difference as Vacation.

**NOTE:** For cost accounting purposes, full-time exempt employees must account for 40 hours each workweek in the Time and Effort System and part-time exempt employee must account for the number of hours corresponding to the percentage of time for which they are appointed. Full-time exempt employees report leave in half-day increments. Part-time time exempt employees report leave in hourly increments. Discretionary Absence (see [AM 324](#)) should not routinely be used to supplement holiday pay.

**Compensable Laboratory  
Holidays**

.03 Laboratory holidays are the following:

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Energy Conservation Day (floating holiday)

## Holidays

Labor Day

Holidays declared by the President of the United States for the nation.

Columbus Day

### Holidays Occurring on a Weekend

- .04 If a Laboratory holiday falls on Sunday, the following Monday is observed as the holiday; if the holiday falls on Saturday, the preceding Friday is observed as the holiday.

### Irregular Work Schedule

- .05 An employee may observe a holiday on a day other than an observed Laboratory holiday.

When an employee is on an extended work schedule in which Saturdays are worked, a holiday that falls on Saturday is observed on Saturday.

If an employee has a scheduled day off on an observed holiday or works an irregular schedule and a holiday falls on a day that is not one of the employee's scheduled workdays, a work day in the same workweek as the holiday may be observed as a holiday. Supervisors approve the scheduling of the alternate holiday.

### Noncompensable Holidays

- .06 Employees are not paid for a holiday that

Immediately precedes the first day of employment,

Is surrounded by a leave without pay (except during closure),

Occurs during or is the last day of suspension without pay (disciplinary leave), or

Occurs immediately following vacation time taken in anticipation of termination or retirement.

### Holiday Preceding Return from Leave Without Pay

- .07 If a Laboratory holiday occurs on the workday immediately preceding the day of return to work, the employee will be paid for that holiday unless the leave was for disciplinary reasons.

## Holidays

- Holidays Worked** .08 Exempt employees who work on a holiday receive no additional pay. Nonexempt employees receive, in addition to basic salary, the greater of
- 1.5 times the straight-time hourly rate for hours worked or
  - 4 hours times the straight-time hourly rate.
- Holiday Closure** .09 The Laboratory is closed between the Christmas and New Year's holidays each year. The actual period of closure varies with the days on which the holidays occur, but the closure normally includes 5 weekdays.
- .10 **Conditions of Closure**— ✕ Nonexempt employees are prohibited from working on site or at home during the closure unless an exception (*see [.11](#) below*) has been granted. ✕ Exempt employees are asked to refrain from working on site.
- .11 **Exceptions** — When exceptions are necessary for essential services during the closure period, the supervisor must submit a written request *before closure begins* to the division-level manager for approval.

.....

### PROCEDURES:

These procedures effective until further notice.

- Recording Absence** .12 Record as "H" on the time and effort report.
- Holidays During Vacation or Sick Leave** .13 Time absent will be charged as a holiday and not to vacation or sick leave accrual when a vacation or sick leave period includes a holiday.
- Reporting Attendance During Closure** .14 Employees may use vacation or leave without pay (LWOP) in combination with the declared holidays to cover the days the Laboratory is closed. (See [AM 312](#) for information on Vacation Grants for employees who accepted an employment offer on or

## Holidays

after December 1, 1992, and who have less than 10 years of service. An employee who uses leave without pay during closure receives holiday pay if the employee is in pay status on the last scheduled workday before closure or the first scheduled workday after closure. See [AM 318](#) for information about LWOP.

**NOTE:** During closure, Laboratory employees on LWOP are eligible for disability insurance.